

**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, MAY 17, 2016**  
**7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT  
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

**May 17, 2016 – Business/Legislative Meeting**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Student Highlights Presentation – Mrs. Sarah Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

**June 14, 2016 –Work Session**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

# BOARD PRESIDENT'S REPORT

May 17, 2016

Ms. Patricia Ann Shaw

## BOARD ACTION REQUESTED

### **I. NOMINATIONS FOR THE OFFICE OF TREASURER**

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2016.

### **II. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of April 12, 2016, and the Business/Legislative Minutes of April 19, 2016.

### **III. 2016/2017 BOARD MEETING DATES**

It is recommended that the Board approve the 2016/2017 Board Meeting dates listed below through the month of June, 2017:

Tuesday, August 9, 2016	Work Session
Tuesday, August 16, 2016	Business/Legislative Meeting
Tuesday, September 13, 2016	Work Session
Tuesday, September 20, 2016	Business/Legislative Meeting
Tuesday, October 11, 2016	Work Session
Tuesday, October 18, 2016	Business/Legislative Meeting
Tuesday, November 15, 2016	Work Session
Tuesday, November 22, 2016	Business/Legislative Meeting
Tuesday, December 6, 2016	Reorganization/Work Session
Tuesday, December 13, 2016	Business/Legislative Meeting
Tuesday, January 10, 2017	Work Session
Tuesday, January 17, 2017	Business/Legislative Meeting
Tuesday, February 14, 2017	Work Session
Tuesday, February 21, 2017	Business/Legislative Meeting
Tuesday, March 14, 2017	Work Session
Tuesday, March 21, 2017	Business/Legislative Meeting

Tuesday, April 11, 2017  
Tuesday, April 18, 2017

Work Session  
Business/Legislative Meeting

Tuesday, May 9, 2017  
Tuesday, May 23, 2017

Work Session  
Business/Legislative Meeting

Tuesday, June 20, 2017  
Tuesday, June 27, 2017

Work Session  
Business/Legislative Meeting

**FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*  
*Mr. Donald Howard - Alternate*
- II. SHASDA Report *Ms. Raeann Lindsey*
- III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
- IV. PSBA/Legislative Report *Mr. Donald Howard*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

**VIII. EXECUTIVE SESSION**

# **SUPERINTENDENT'S REPORT**

**May 17, 2016**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. 2016/2017 CODES OF CONDUCT FOR STUDENTS**

The Administration recommends that the Board approve the *2016/2017 Codes of Conduct* for the Elementary Schools, Middle School, and High School.

#### **For Information Only**

The *Codes of Conduct* are the guidelines for student rights and responsibilities as addressed in *Board Policy No. 235 – Student Rights and Responsibilities*.

### **II. SECOND READING OF POLICY NO. 110: INSTRUCTIONAL SUPPLIES**

It is recommended that the Board approve the SECOND READING of Policy No. 110: *Instructional Supplies*.

### **III. SECOND READING OF POLICY NO. 114: GIFTED EDUCATION**

It is recommended that the Board approve the SECOND READING of Policy No. 114: *Gifted Education*.

### **IV. SECOND READING OF POLICY NO. 916: VOLUNTEERS AND CHAPERONES**

It is recommended that the Board approve the SECOND READING of Policy No. 916: *Volunteers and Chaperones*.

### **V. FIRST READING OF POLICY NO. 850: EMPLOYMENT OF DISTRICT STAFF**

It is recommended that the Board approve the FIRST READING of Policy No. 850: *Employment of District Staff*.

### **VI. REMOVAL OF POLICY 215.1: GIFTED ACCELERATION**

In compliance with *Board Policy No. 003: Functions*, it is recommended that the Board abolish Policy 215.1: Gifted Acceleration.

**VII. PROFESSIONAL DEVELOPMENT**

It is recommended that the Board approve the following conference requests:

<b>Kevin Gallagher</b>	AP Summer Institute – AP Calculus BC South Fayette High School McDonald, PA June 27-30, 2016	\$950.00    (General Funds)
<b>Shane Hallam</b>	AP Summer Institute – AP US History South Fayette High School McDonald, PA June 27-30, 2016	\$950.00    (General Funds)
<b>Joshua Kirchner</b>	AP Summer Institute – AP Calculus AB South Fayette High School McDonald, PA June 27-30, 2016	\$950.00    (General Funds)

**VIII. REVISED 2016/2017 SCHOOL CALENDAR**

It is recommended that the Board adopt the revised 2016/2017 school year calendar as presented by the Superintendent. (Pages 7-8)

**KEYSTONE OAKS SCHOOL DISTRICT  
REVISED 2016 – 2017 SCHOOL CALENDAR**

August 2016				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	(18)	(19)
(22)	(23)	(24)	(25)	(26)
<b>29</b>	30	31		

September 2016				
Mo	Tu	We	Th	Fr
			1	2
<b>5</b>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
Mo	Tu	We	Th	Fr
3	4	5	6	7
<b>10</b>	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	(8)	9	10	11
14	15	16	17	18
21	22	23	<b>24</b>	<b>25</b>
<b>28</b>	29	30		

December 2016				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

January 2017				
Mo	Tu	We	Th	Fr
<b>2</b>	3	4	5	6
9	10	11	12	13
(16)	17	18	19	20
(23)	24	25	26	27
30	31			

February 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
<b>20</b>	21	22	23	24
27	28			

March 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	(31)

April 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	<b>13</b>	<b>14</b>
<b>17</b>	18	19	20	21
24	25	26	27	28

May 2017				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	<b>16</b>	17	18	19
22	23	24	25	26
<b>29</b>	30	31		

June 2017				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	<b>9</b>
(12)	13	14	15	16
19	20	<del>21</del>	22	23
26	27	28	29	30

July 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

( ) One (1) pre-year work day must be completed during this window.

**■** First & Last Student Day

○ Inservice

□ Holiday Dates – No School

**—** Kennywood Picnic

**Make-Up Days:**

1. Monday, February 20, 2017
2. Thursday, April 13, 2017
3. Monday, April 17, 2017
4. Tuesday, May 16, 2017

**KEYSTONE OAKS SCHOOL DISTRICT  
REVISED 2016 – 2017 SCHOOL CALENDAR**

**STUDENT / TEACHER DAYS**

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 24, 25, 26	Preparation / Inservice / Clerical	August	3	6
August 29	First Day for Students			
September 5	Labor Day (No School)	September	21	21
October 10	Columbus Day (No School)	October	20	20
November 8	Inservice Professional Development / Clerical			
November 24, 25, 28	Thanksgiving Vacation (No School)	November	18	19
December 26-30	Winter Recess (No School)	December	17	17
January 2	Winter Recess (No School)			
January 16	Martin Luther King Day (Inservice)			
January 23	Clerical	January	19	21
February 20	Presidents' Day (No School)	February	19	19
March 31	Inservice / Clerical	March	22	23
April 13, 14, 17	Spring Break	April	17	17
May 16	No School			
May 29	Memorial Day (No School)	May	21	21
June 9	Last Day for Students			
June 12	Last Day for Teachers / Clerical	June	7	8
			<u>184</u>	<u>192</u>

**STAFF DAYS**

August 24.....	Final Day for Room Preparation
August 25, 26.....	Professional Development
November 8 .....	Professional Development / Clerical
January 16.....	Professional Development
January 23.....	Clerical
March 31.....	Professional Development /Clerical
June 9.....	Clerical

**PARAPROFESSIONAL DAYS**

August 25.....	School Start-Up Activities / Training
August 26.....	Training / Preparation Duties
January 16 .....	Training

**VACATION DAYS**

September 5.....	Labor Day
October 10 .....	Columbus Day
November 24, 25, 28.....	Thanksgiving Vacation
December 26 – January 2.....	Winter Recess
February 20.....	Presidents' Day
April 13, 14, 17.....	Spring Break
May 16 .....	No School
May 29.....	Memorial Day

**IMPORTANT DAYS**

August 29, 2016.....	First Day for Students
June 9, 2017.....	Last Day for Students
June 12, 2017.....	Last Day for Teachers
June 21, 2017... ..	Kennywood Picnic



# EDUCATION REPORT

May 17, 2016

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. TEXTBOOK ON DISPLAY FOR THE 2016/2017 SCHOOL YEAR

The Administration recommends, for the 2016/2017 school year, that *Knight College Physics* be placed on display for review.

### II. ADOPTION OF TEXTBOOKS FOR 2016/2017

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2016/2017 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>Collections</i> – Grades 6-8 Copyright 2017	Houghton Mifflin Harcourt	\$50,958.50
<i>Big Math Ideas</i> – Grades 6-8 Copyright 2017	Houghton Mifflin Harcourt	\$44,574.89
a. <i>Precalculus with Limits</i> – Grades 10-12	Cengage Learning	\$26,097.50
b. <i>Trigonometry</i> – Grades 10-12	Cengage Learning	
c. <i>Calculus for AP</i> – Grades 10-12 Copyright 2017 for all three (3) books	Cengage Learning	

# **PUPIL PERSONNEL REPORT**

**May 17, 2016**

**Dr. William Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. ALLEGHENY INTERMEDIATE UNIT HEAD START LEASE AGREEMENT**

It is recommended that the Board approve the Allegheny Intermediate Unit Head Start Program Lease Agreement with the Keystone Oaks School District at an amount of \$4,250.04, payable in twelve (12) installments, effective September 1, 2016 through August 31, 2017. The space rental is a classroom at Dormont Elementary School.

# COMMUNICATIONS REPORT

May 17, 2016

Ms. Neely Crowell, Chairperson

## BOARD ACTION REQUESTED

### I. GOLDEN WINGS FOUNDATION

It is recommended that the Board authorize the Superintendent and/or his designee to communicate with the Golden Wings Foundation. The District is offering to assist in reorganizing the Foundation by rewriting the Foundation's by-laws to ensure District representation on the Board of Trustees, and assist in the operations of the Foundation. The cost is not to exceed \$850.00.

If the Golden Wings Foundation does not respond, or does not wish to reorganize and have the by-laws rewritten, the Board authorizes Maiello, Brungo, Maiello (District Solicitor) to begin the process of filing paperwork to create a new foundation, at a cost not to exceed \$1,275.

# PERSONNEL REPORT

May 17, 2016

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. RETIREMENT DATE CHANGE

It is recommended that the Board accept the retirement date change for the following classified employee:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Nancy DeLallo High School Secretary	25	June 30, 2016

### II. APPOINTMENTS

#### A. Food Service Employee

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following individual as a Food Service employee for the 2015/2016 school year pending receipt of all necessary paperwork:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Barbara Maide	KOMS/KOHS	\$9.00

#### B. Extended School Year Staff

It is recommended that the Board approve the following personnel for the Extended School Year Program (July 5-7; July 11-14; July 18-21; July 25-28, 2016 from 8:30 a.m. through 1:15 p.m.) at the Keystone Oaks Middle School:

<u>Teachers</u>	<u>Guidance</u>	<u>Paraprofessionals</u>	<u>Personal Care Assistants</u>
Dena DeChellis <i>(2days/week)</i> Lauren Harvilla <i>(2 days/week)</i> Hope Muno Kelly Seltzer Christina Thomas	Edward Hanna	Patricia Costantini Alexandra Polens Donda Snell Denise Tunney <i>(Substitute)</i>	Alicia Moon Mary Ranalli Maura Schmidt

### III. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article:

#### A. Secondary Teacher Stipends for Class Sizes at 30 or Above

<u>Employee</u>	<u>Compensation</u>
Rebecca Brooks	\$1,000
Ken Hustava	\$1,000
Nancy Kramer	\$1,000
John McCarthy	\$1,000
Michelle McSwigan	\$1,000
John Murphy	\$2,000
Dennis Sarchet	\$1,000
Jeff Sieg	\$1,000
Kimberly Smykal	\$3,000
<b>Total</b>	<b>\$12,000</b>

#### B. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

<u>Employee</u>	<u>Compensation</u>
Jennifer Bogdanski	\$1,000
Donald Bowlin	\$ 400
Emily Brill	\$1,000
John Buffington	\$1,000
Candice Bush	\$1,000
Christine Chimento	\$ 800
Eric Davidson	\$2,000*
Suzanne Deemer	\$ 800
Lisa Forlini	\$1,000
Karen Hagy	\$2,000*
Shane Hallam	\$1,000
Heather Hakos-Hruby	\$1,000
Nick Kamberis	\$1,000
Michelle Lowers	\$1,000
Michael Magri	\$1,000
John McCarthy	\$1,000
Michelle McSwigan	\$ 400
Hope Muno	\$2,000*
John Murphy	\$1,000
Michael Orsi	\$1,000
Dennis Sarchet	\$1,000
Kimberly Smykal	\$1,000
Joseph Villani	\$1,000
<b>Total</b>	<b>\$24,400</b>

\*These individuals were overlooked for the first semester and are being compensated for the first and second semester at this time. This is the reason for the \$2,000.

**C. Secondary Teacher Stipends for Teaching More than One Prep during the Same Period**

<u>Employee</u>	<u>Compensation</u>
Jennifer Bogdanski	\$2,000
Candace Bush	\$2,000
Linda Celli	\$2,000
Eric Davidson	\$2,000*
Heather Hakos-Hruby	\$3,000
Michael Magri	\$1,000
Michael Orsi	\$1,000
Jeffrey Oestreich	\$1,000
Beth Smith	\$1,000
Kimberly Smykal	\$2,000
Nancy Stadler	\$3,000
Michael Turner	\$1,000
Diane Vitenas	\$1,000
<b>Total</b>	<b>\$22,000</b>

\*This individual was overlooked during the first semester; thus, this amount represents compensation for the first and second semester.

**D. Elementary Teacher Stipends for Second Semester**

<u>Employee</u>	<u>Compensation</u>
Meghan O'Brien	\$3,000
Lori DeMartino	\$2,000
Shannon Turner	\$4,000
<b>Total</b>	<b>\$9,000</b>

**Total of all stipends for the semester: \$67,400**

**IV. EXTRA DUTY APPOINTMENTS**

**A. Approval of Activities - Sponsors and Stipends**

It is recommended that the Board approve the following individuals as per the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, for the 2015/2016 school year:

Aiken Intramurals	<b>Cailin Irvine</b> <b>Michael Shuck</b>	\$ 758.33 \$1,541.67	(split stipend)
Dormont Intramurals	<b>Andrew Bell</b> <b>Edward Hanna</b>	\$2,300.00 \$2,300.00	
Myrtle Intramurals	<b>Kelly Diven</b> <b>Kristie Rosgone</b>	\$2,300.00 \$2,300.00	

**B. Summer/Pre-Season Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following coaches for the 2016 Summer/Pre-Season with payment of \$20.00 per hour:

<b>Baseball</b>	<b>Josept Aul</b> <b>Scott Crimone</b> <b>William Theobald</b>
<b>Boys Basketball</b>	<b>Daniel Elzer</b>
<b>Girls Basketball</b>	<b>Ian Barrett</b> <b>Ronald Muszynski</b>
<b>Cross Country</b>	<b>Judi Fritz</b> <b>Sarah Hardner</b> <b>Kaitlin Hogel</b>
<b>Football</b>	<b>James Feeney</b> <b>Russ Klein</b> <b>Joseph Klipa</b> <b>Greg Perry</b> <b>Steve McCormick</b> <b>Jeff Sieg</b>
<b>Boys Soccer</b>	<b>Sotiri Tsourekis</b> <b>James Wisniewski</b>
<b>Girls Soccer</b>	<b>Ali Barry</b> <b>Danielle Kandrack</b> <b>Michael Kandrack</b> <b>Jen Luciew</b>
<b>Softball</b>	<b>Kristen Kaminski</b> <b>Mark Kaminski</b>
<b>Tennis</b>	<b>David Bender</b>

**Boys & Girls Volleyball**    **Michael O’Leary**  
**Ben Van Balen**

**Wrestling**                      **Andrew Bell**

**V. LEAVES OF ABSENCE**

**A. Professional Development Leave**

It is recommended that the Board approve a Professional Development Leave for **Randy Tobias**, Mathematics Teacher, Keystone Oaks High School, for the 2016/2017 school year.

**B. Family and Medical Leaves**

- 1.** It is recommended that the Board approve the following employee, J.J., for Family and Medical Leave for the remainder of the 2015/2016 school year.  
(Days will be used intermittently.)
- 2.** It is recommended that the Board approve the following employee, J.E., for Family and Medical Leave for the remainder of the 2015/2016 school year and the 2016/2017 school year.  
(Days will be used intermittently.)
- 3.** It is recommended that the Board approve the following employee, J.K., for Family and Medical Leave effective August 24, 2016, with an anticipated return date of December 19, 2016.
- 4.** It is recommended that the Board approve the following employee, M.P., for Family and Medical Leave effective August 24, 2016, with an anticipated return date of November 21, 2016.
- 5.** It is recommended that the Board approve the following employee, N.M., for Family and Medical Leave effective August 29, 2016, with an anticipated return date of November 21, 2016.

**C. Unpaid Extended Personal Leave**

It is recommended that the Board approve an unpaid extended personal leave of absence for **Eric Davidson**, Autistic Support Teacher, Keystone Oaks Middle School, for the 2016/2017 school year.



# FINANCE REPORT

May 17, 2016

Mrs. Theresa Lydon, Chairperson

## BOARD ACTION REQUESTED

### I. APPROVAL OF PROPOSED FINAL BUDGET

The Administration recommends adoption of the 2016/2017 Proposed Final Budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than June 1, 2016.

#### For Information Only

The 2016/2017 Proposed Final Budget is estimated at expenditures of \$40,049,896. The expected revenues will be \$39,751,910 with the levying of 18.63 mills. This is the current millage rate for the 2015/2016 school year. The approval of the 2016/2017 Final General Budget is scheduled for June 21, 2016.

### II. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of May 13, 2016 (Check No. 51053 – 51282)	\$655,678.18
B. Risk Management as of May 13, 2016 (Check No. 2032 - 2037)	\$4,166.34
C. Food Service Fund as of May 13, 2016 (Check No. 9064 – 9072)	\$5,351.66
D. Athletics as of May 13, 2016 (Check No. 2028-2035)	\$5,220.00
E. Renovations as of May 13, 2016 (Check No. 1535 – 1537)	<u>\$52,211.49</u>
TOTAL \$	\$722,627.67

### III. IRS AUDIT – GENERAL OBLIGATION BONDS, SERIES OF 2010

It is recommended that the Board authorize Christopher Brewer, District's Bond Council from Dinsmore & Shohl's Public Finance Practice Group, to complete all of the paperwork for this audit and move forward in representing the District in this audit.

#### For Information Only

The purpose of this audit is to determine compliance with federal tax requirements.

#### **IV. EXTENSION CONTRACT FOR NATURAL GAS WITH UGI ENERGY SERVICES**

It is recommended that the Board approve a one-year extension beginning September 2016 through August 2017 for the natural gas service provided by UGI Energy Services, LLC, at a cost of -\$0.430 per Dth basis.

##### **For Information Only**

This service is part of the Allegheny Intermediate Unit #3 Consortium.

#### **V. CYPHER & CYPHER CPA**

The Administration recommends the reappointment of Cypher & Cypher CPA to complete the annual independent audit reports for the 2015/2016, 2016/2017, and the 2017/2018 school years.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 APRIL ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 27,655,388	\$ 27,712,234		\$ 56,846
7000	State Revenue Sources	\$ 10,900,050	\$ 6,378,836	**	\$ (4,521,214)
8000	Federal Revenue Sources	\$ 422,147	\$ 332,871	**	\$ (89,276)
<b>Total Revenue</b>		<b>\$ 38,977,585</b>	<b>\$ 34,423,941</b>	<b>\$ -</b>	<b>\$ (4,553,644)</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 15,494,762	\$ 10,772,560		\$ 4,722,202
200	Benefits Professional/Technical	\$ 9,358,336	\$ 6,703,478		\$ 2,654,858
300	Services	\$ 1,534,500	\$ 965,527		\$ 568,973
400	Property Services	\$ 1,238,812	\$ 1,141,664		\$ 97,148
500	Other Services	\$ 4,654,947	\$ 3,766,070		\$ 888,877
600	Supplies/Books	\$ 1,327,059	\$ 1,163,983		\$ 163,076
700	Equipment/Property	\$ 586,000	\$ 585,956		\$ 44
800	Other Objects	\$ 888,169	\$ 385,611		\$ 502,558
900	Other Financial Uses	\$ 3,895,000	\$ 3,375,629		\$ 519,371
<b>Total Expenditures</b>		<b>\$ 38,977,585</b>	<b>\$ 28,860,477</b>	<b>\$ -</b>	<b>\$ 10,117,108</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 5,563,464</b>	<b>\$ -</b>	<b>\$ 5,563,464</b>

## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 2016

Bank Account - Status	Middle / High School	Athletics
Cash Balance	\$ 108,097.48	\$ 49,328.70
Deposits	\$ 11,714.62	\$ 1,042.45
Subtotal	\$ 119,812.10	\$ 50,371.15
Expenditures	\$ 12,042.00	\$ 6,180.75
Cash Balance	\$ 107,770.10	\$ 44,190.40

## III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 APRIL ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
	Local Revenue				
6000	Sources/Sales	\$ 475,355	\$ 389,292		\$ (86,064)
7000	State Revenue Subsidy	\$ 87,647	\$ 18,422		\$ (69,225)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 268,882		\$ (116,277)
<b>Total Revenue</b>		<b>\$ 948,161</b>	<b>\$ 676,596</b>	<b>\$ -</b>	<b>\$ (271,565)</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 347,018	\$ 283,858		\$ 63,160
200	Benefits	\$ 139,201	\$ 124,802		\$ 14,399
	Professional/Technical				
300	Services	\$ 200	\$ 77		\$ 123
400	Property Services	\$ 8,750	\$ 30,271		\$ (21,521)
500	Other Services	\$ 2,725	\$ 1,097		\$ 1,628
600	Supplies/Food	\$ 438,206	\$ 313,647		\$ 124,559
700	Equipment/Property	\$ 1,000	\$ 346		\$ 654
800	Other Objects	\$ -	\$ -		\$ -
900	Other Financial Uses	\$ -	\$ -		\$ -
<b>Total Expenditures</b>		<b>\$ 937,100</b>	<b>\$ 754,099</b>	<b>\$ -</b>	<b>\$ 183,002</b>
<b>INCOME / (LOSS)</b>		<b>\$ 11,061</b>	<b>\$ (77,503)</b>	<b>\$ -</b>	<b>\$ (88,564)</b>

#### IV. BANK BALANCES

##### BANK BALANCES PER STATEMENT AS OF MAY 13, 2016

	<u>05/13/2016</u> <u>BALANCE</u>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,700,000
PAYROLL (pass-thru account)	\$ 4,402
FNB SWEEP ACCOUNT	\$ 1,697,934
PLGIT	\$ 6,682,579
PSDLAF	\$ 154,651
INVEST PROGRAM	\$ 170,856
	<u>\$ 10,410,422</u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 232,289
PLGIT	\$ 526,507
	<u>\$ 758,795</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 723,841
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 757
	<u>\$ 1,824,598</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	\$ 341,157
	<u>\$ 341,157</u>
<b>GRAND TOTAL</b>	<u><u>\$ 13,334,972</u></u>

# **FACILITIES REPORT**

**May 17, 2016**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. UPGRADE TO LED LIGHT FIXTURES**

It is recommended that the Board approve the upgrade to the LED light fixtures for the High School gym, Middle School gym, Myrtle Avenue Elementary gym, Aiken Elementary gym, and the Dormont Elementary cafetorium. The additional cost will not exceed \$33,119.17.

# **ACTIVITIES & ATHLETICS REPORT**

**May 17, 2016**

**Mr. Robert Brownlee, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. DORMONT MEMORIAL STADIUM SCOREBOARD**

It is recommended that the Board approve Daktronics, Inc. to replace the Dormont Memorial Stadium scoreboard at a cost of \$23,900.

#### **For Information Only**

First National Bank is the first sponsor to give a donation of \$10,000. The District is anticipating further sponsors for the scoreboard.

# Policy Guide



Policy No. 110

Section PROGRAMS

Title INSTRUCTIONAL SUPPLIES

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 110 INSTRUCTIONAL SUPPLIES	
Section 1	<p><b><u>Purpose</u></b></p> <p><del>It shall be the policy of this</del> <b>The Board shall</b> to supply each staff member and each student with the supplies and equipment that are required for the implementation of the approved <b>educational program</b> curriculum with consideration given to the following <del>provisions and exceptions.</del></p> <p><b>The Board may require that students provide certain supplies for participation in co-curricular/extracurricular activities.</b></p>
Section 2	<p><b><u>Guidelines</u></b></p> <p>All instructional materials and supplies to be recommended for any part of the curriculum will be determined through an appropriate collaborative process which may involve the <b>Director of Curriculum, Instruction, Assessment and Staff Development</b> <del>assistant Superintendent</del>, principal, curriculum or grade level leader and classroom teachers. Such collaboration will include attention to instructional needs commensurate with course objectives and related modalities of instruction as well as prudent allocation of District financial resources. <b>Guidelines for purchasing necessary instructional supplies by staff shall appear in the staff handbook.</b> <del>The District will publish supply lists by building/grade/department by June 1 of each year. These will be posted on the district website.</del></p> <p><b>When individualized and non-reusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall</b></p>

SC 801

22 PA Code 12.11



**POLICY NO. 110  
INSTRUCTIONAL SUPPLIES**

meet standards set by the school. Such standards shall be reasonably related to considerations of safety, health and protection of property.

~~Costs associated with items of a personal nature which would normally be reused only by the individual student and could reasonably be expected to be used in a typical household may be the responsibility of the student.~~

~~EXAMPLE: This would include clothing, required for reasons of safety or health, which might be used in a physical education class; it would not include goggles which might be required in a science lab or industrial arts program.~~

Specialized equipment will be provided by the District for in-class use. However, students may need to provide their own equipment for out-of-class use if such equipment is of such a type that it may be assumed to be of practical use in the home and/or in the student's continuing education.

~~EXAMPLE: A balance scale will be provided in science class; a scientific calculator may need to be purchased.~~

**Consumable c**lass supplies which are commonly used on a daily basis, such as writing utensils, paper, folders/binders, shall be purchased by the student. ~~will generally be provided; although, students may have the option to purchase their own if they desire to retain possession at the end of the year or wish to use a more elaborate form of such supplies or require replacement beyond the minimum number supplies.~~

~~EXAMPLE: Paper, pencils, texts, workbooks, art supplies will be provided; students may be encouraged to purchase their own binders, organizers, pens and special decorative items which are not required; if required, students may purchase their own binders and then retain at the end of the year or use a District provided basic binder to be returned at the end of the year as a text would be returned.~~

No student will be required to purchase any item which involves extraordinary expense and shall not be penalized for failure to possess such an item. No student will be denied participation in

**POLICY NO. 110  
INSTRUCTIONAL SUPPLIES**

any school program or be denied minimal equipment to meet class expectations due to financial hardship.

~~EXAMPLE: No student shall be required to have a computer for home use.~~

**When provision of necessary instructional supplies imposes a financial hardship on a student, the school district will assume the cost.**

All materials provided by the District for classroom instruction shall remain the property of the District excepting those projects designated for students to retain. ~~When students prepare useful items they are permitted to keep, they may be asked to pay the District the cost of the materials used, such as a project created in art class.~~ Other non-consumable materials are to be returned to the District before the end of the school year.

~~Students may be required to pay the additional costs associated with items which are prepared or constructed, and which can be taken home for private use, which exceed the required minimum for the course.~~

~~EXAMPLE: If a student chooses to construct a bookshelf rather than the minimum project required, such as a bird feeder, in industrial arts, that student may be required to pay additional cost of materials.~~

Students will be held responsible for proper use of materials and may be charged replacement value where there is deliberate and excessive damage or loss. Nonpayment will be noted on student records and the District may refuse to award a diploma due to financial liability.

**Section 3**     **Delegation of Responsibility**

**The Superintendent or designee will devise procedures for determining if financial hardship exists while ensuring individual privacy. Where such hardship exists, the District will assume the cost involved. This will not obligate the District to pay for cost associated with optional supplies or equipment which are not required, even if such equipment might enhance the student's resources. An exception to this would be where**

**POLICY NO. 110  
INSTRUCTIONAL SUPPLIES**

such equipment is associated with an identified disability and is consistent with special education or other statutory obligations placed upon the District.

**References:**

School Code – 24 P.S. Sec. 801

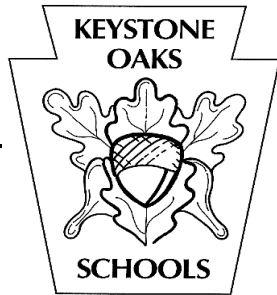
State Board of Education Regulations – 22 PA Code Sec. 12.11

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 114

Section PROGRAMS

**Policy**  
FOR GIFTED



Title **GIFTED EDUCATION PROGRAMS**

**Guide**

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	<p style="text-align: center;"><b>POLICY NO. 114</b> <b>GIFTED EDUCATION PROGRAMS FOR GIFTED</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERCEDE POLICY 215.1</b></p> <p><b>Section 1</b>     <u><b>Purpose</b></u></p> <p>In accordance with the Board’s philosophy to develop the special abilities of each student, the <b>District shall provide gifted education services and programs designed</b> <del>Board requires the development and implementation of instructional programs to meet the individual needs of identified students</del> <b>mentally gifted school age pupils.</b></p> <p><b>Section 2</b>     <u><b>Definition</b></u></p> <p><del><b>Mentally Gifted</b>—outstanding intellectual and creative ability, the development of which requires special services and programs not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or Title 22 higher and when multiple criteria as set forth in Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability.</del></p> <p><del>Determination of mentally gifted shall include a full assessment and comprehensive report by a public school psychologist specifying the nature and degree of the ability. (PA Standards 342.1)</del></p>	<p><b>SC 1371</b> <b>Title 22 Sec. 4.28, 16.1 et seq.</b></p> <p><b>Title 22</b> <b>Section 342.1</b></p>
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<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 114</b>  <b>GIFTED EDUCATION PROGRAMS FOR GIFTED</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERCEDE POLICY 215.1</b></p> <p><b><u>Authority</u></b></p> <p>The Board may enter into a cooperative agreement with other educational agencies, institutions and service providers to provide gifted education services and programs.</p> <p>The District shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection for a minimum of twenty-eight (28) days.</p> <p>The District’s gifted education plan shall address:</p> <ol style="list-style-type: none"> <li>1. The District’s process for identifying gifted children in need of specially designed instruction.</li> <li>2. The gifted special education programs offered by the District.</li> <li>3. Reports of gifted students, personnel and program elements, and costs, as required by the Department of Education.</li> </ol> <p>The Board directs that the District’s gifted education program shall provide the following:</p> <ol style="list-style-type: none"> <li>1. System to locate and identify all students within the District who are thought to be gifted and in need of specially designed instruction.</li> <li>2. Screening and evaluation process that meets state requirements, to determine students’ educational needs.</li> <li>3. Procedures to determine whether a student is mentally gifted.</li> <li>4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).</li> </ol>	<p>Title 22 Sec. 16.2</p> <p>Title 22 Sec. 4.13, 16.4</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.22, 16.23, 16.32, 16.33</p>
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<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 114</b> <b>GIFTED EDUCATION PROGRAMS FOR GIFTED</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERCEDE POLICY 215.1</b></p> <p>5. Safeguards for the due process rights of gifted students.</p> <p>6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student’s Gifted Individualized Education Plan (GIEP).</p> <p>The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.</p> <p><b><u>Guidelines Objectives</u></b></p> <p>The District shall make the Permission To Evaluate form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.</p> <p><b><u>Caseloads/Class Size</u></b></p> <p>The Board directs the Superintendent and designated administrators to annually assess the District’s delivery of gifted services and programs, in order to:</p> <ol style="list-style-type: none"> <li>1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.</li> <li>2. Address the educational placements for gifted students within the District.</li> <li>3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five (65) students.</li> <li>4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.</li> </ol>	<p>Title 22 Sec. 16.63</p> <p>Title 22 Sec. 16.32</p> <p>Title 22 Sec. 16.32, 16.61, 16.62</p> <p>Title 22 Sec. 16.41</p>

**POLICY NO. 114**  
**GIFTED EDUCATION PROGRAMS FOR GIFTED**

**THIS POLICY SHALL SUPERCEDE POLICY 215.1**

The District may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.

Title 22 Sec. 16.41

**Confidentiality of Student Records**

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.

Title 22 Sec. 16.65  
20 U.S.C. Sec.  
1232g  
Pol. 216

**Awareness Activities**

The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the District of its gifted education services and programs, and how to request these services and programs.

Title 22 Sec. 16.21

Awareness activities may include providing written notice of the District's gifted education program through local newspapers, other media, student handbooks and the District website.

~~A. An education for gifted students which enables them to participate in Title 22 acceleration or enrichment programs, Section 14.2(8) or both, as appropriate, and to receive services according to their intellectual abilities.~~

~~Title 22  
Section 14.2(8)~~

~~B. The framework for said programs shall encompass the following objectives:~~

- ~~1. attainments and intellectual skills;~~
- ~~2. stimulation of intellectual curiosity, independence and responsibility;~~
- ~~3. development or originality and creativity;~~
- ~~4. development of a positive attitude toward self and others;~~

**POLICY NO. 114**  
**GIFTED EDUCATION PROGRAMS FOR GIFTED**  
**THIS POLICY SHALL SUPERCEDE POLICY 215.1**

- 5. ~~development of desirable social and leadership skills; and~~
- 6. ~~career exploration and awareness.~~

**Section 4**

**Eligibility for Grade and Subject Acceleration**

The determination of eligibility and recommendations for participation in grade and subject acceleration will be done as a team process. The Team will be the Elementary Student Assistance Program (ESAP) in grades 1-5 or the Student Assistant Program (SAP) in grades 6-12 which will consist of the ~~Coordinator of Pupil Services~~ Supervisor of Special Education or designee, school psychologist, regular curriculum teacher, gifted support teacher, and counselor. ESAP and SAP will make all acceleration recommendations to the Superintendent within 45 days of receipt of referral. Approval will be determined upon the candidate meeting or surpassing all of the established criteria defined in the policy.

Referrals may be initiated by parent/guardian, regular classroom teacher, gifted support teacher, or the Student Assistance Program Team. The referral must be in writing and state:

1. Reason for referral.
2. Specific data indicative of superior abilities and achievements.
3. Student's interests and activities.
4. Work samples.

Referrals are to be sent to the Supervisor of Pupil ~~Services~~ ~~Coordinator of Pupil Services~~ Supervisor of Special Education for initial review.



**POLICY NO. 114**  
**GIFTED EDUCATION PROGRAMS FOR GIFTED**  
**THIS POLICY SHALL SUPERCEDE POLICY 215.1**

Students must meet all of the following criteria:

1. Demonstrate achievement on nationally standardized tests in the majority of subtest subject areas at or above the 95th national percentile.
2. Demonstrate developmental maturation commensurate with mental age as evidenced by the ability to engage in independent and teacher-directed activities.
3. Demonstrate social and emotional maturity as evidenced by the ability to relate well to both adults and peers of various chronological ages.
4. Produce daily classroom work which is superior and exceeds grade level expectations.
5. Demonstrate an advanced and enriched vocabulary as evidenced by expressive language skills and/or advanced and enriched subject specific skills (i.e., science, math, technology).
6. Have recommendation of the Student Assistance Program Team.

A variety of program alternatives can be incorporated into a gifted child's education without "full grade" acceleration. Acceleration may also include options such as planned course compacting, distance learning, credit by examination or performance and independent or self-directed study.

~~Multivariables will be assessed to determine eligibility for mentally gifted programs. Variables assessed are group intelligence test scores, standardized group achievement test scores, grades, teacher and parent ratings of behavioral characteristics of mentally gifted and individual intelligence test scores. Students who demonstrate an overall outstanding performance will be identified as mentally gifted.~~

**POLICY NO. 114**  
**GIFTED EDUCATION PROGRAMS FOR GIFTED**  
**THIS POLICY SHALL SUPERCEDE POLICY 215.1**

**Section 5**

**Delegation of Responsibility**

~~Procedures shall be established by the Superintendent for identifying mentally gifted students.~~ **The Superintendent or designee shall develop necessary procedures to implement this policy.**

**References:**

**School Code – 24 P.S. Sec. 1371**

**State Board of Education Regulations – 22 PA Codes Sec. 4.13, 4.28, 11.12, 16.1 et seq.**

**Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g**

**Board Policy – 216**

# Policy Guide



Policy No. 916

Section COMMUNITY

Title VOLUNTEERS/CHAPERONES

Adopted APRIL 19, 1999

Revised SEPTEMBER 27, 2012;  
OCTOBER 20, 2011;  
MARCH 17, 2001

POLICY NO. 916 VOLUNTEERS/CHAPERONES		
Section 1	<p><b><u>Purpose</u></b><del>Rational</del></p> <p>The Board recognizes that <b>community</b> volunteers can make many valuable contributions to the <del>School</del>-District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect <del>School</del>-District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of <del>School</del>-District programs, subject to- <b>legal requirements and administrative procedures</b><del>appropriate regulations and safeguards.</del></p>	SC 510
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Adult</b> – an individual eighteen (18) years of age or older.</p> <p><b>Certifications</b> – refers to refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p> <p><b>Direct contact</b> – the care, supervision, guidance or control of children and routine interaction with children.</p>	<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6344, 6344.2</p> <p>23 Pa. C.S.A. Sec. 6303</p>

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

**Routine interaction** – regular and repeated contact that is integral to a person’s volunteer responsibilities.

23 Pa. C.S.A.  
Sec. 6303

**Volunteer** – any adult individual who voluntarily provides services without receiving compensation from the District who does any of the following:

23 Pa. C.S.A.  
Sec. 6344.2

~~Volunteer is any individual approved by the School Board who provides services to the District gratis.~~

1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.
2. Does not provide direct services to students or have unsupervised contact with students.
3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.
4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.

Parent Volunteer

~~Parent volunteers shall be defined as those individuals who have a child/children currently enrolled in the building in which they wish to volunteer.~~

**Chaperones** – ~~Chaperones are defined as~~ adult individuals who accompany a school group on a school sponsored activity, who ~~will~~ **may** assume supervisory responsibilities for some or all of the children in attendance.

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial

Pol. 907

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

than would be sufficient to meet the definition of volunteer/chaperone for purposes of this policy.

All volunteers/chaperones who may have direct contact with children when chaperoning overnight and/or out-of-state events, activities, field trips, must submit clearances.

**Section 3**

**Guidelines Authority**

The Board authorizes the selection and use of parents, community members and others as volunteers to assist and supplement regular District staff. At no time shall a volunteer be considered a replacement for a paid position, eliminate an existing paid position or replace the need for an additional paid position.

Supervision of parent volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor. the affected classroom teacher following the volunteer's approval by the building level administrator and require no clearances.

All volunteers/chaperones shall follow the "visitors' procedures" as established for the specific building in which the volunteer/chaperone will serve.

1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the appropriate Building Principal, the Athletic Director and/or the Activities Director, as applicable, Personnel Office prior to participating as a volunteer/chaperone.
2. Each year, the Building Principals, Athletic Director and/or Activities Director Personnel Office shall maintain, and share with the Building Principals and Athletic Director each other, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.
3. Any person, other than current employees or currently enrolled students wishing to serve as a

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

~~volunteer/chaperone in any Keystone Oaks School District program which would, or could be reasonably expected to involve direct contact with School District students, who does not have children currently enrolled in the District, shall provide to the appropriate Building Principal, and the Athletic Director and/or the Activities Director, as applicable, a valid PA Criminal Record Clearance (Act 34), valid PA Child Abuse Clearance (Act 151) and a valid Federal Criminal History Clearance (Act 114) prior to the commencement of volunteer/chaperone services. Copies of each volunteer's clearances shall be maintained on file within the School District.~~

3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.

4. All required ~~eriminal history reports and child abuse~~ clearances shall be provided in the form and manner proscribed by Act 34, Act 114 and Act 151 ~~the law~~ and must not be dated more than one (1) year prior to the date of the school's approval of the volunteer/~~chaperone~~. The cost to procure the ~~eriminal history and child abuse reports/clearances~~ shall be the responsibility of the volunteer ~~and chaperone~~ candidate.

~~Copies of each volunteer's updated clearances shall be maintained on file within the School District.~~

5. The responsibility to keep clearances updated rests upon the volunteer or chaperone.

~~All other volunteers who do not have a child/children currently enrolled in the Keystone Oaks School District shall be under the supervision of the building level administrator and are required to have clearances.~~

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

Certifications

The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:

- |   |   |
|---|---|
| 1. PA State Police Criminal History Certification   | 23 Pa. C.S.A.<br>Sec. 6344.2                  |
| 2. PA Child Abuse History Certification   | 23 Pa. C.S.A.<br>Sec. 6344.4                  |
| 3. Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years.  | 23 Pa. C.S.A.<br>Sec. 6344.2                  |
| 4. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. | 23 Pa. C.S.A.<br>Sec. 6344, 6344.2,<br>6344.3 |

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

23 Pa. C.S.A.  
Sec. 6344.2

Confidentiality

~~Volunteers will be expected to adhere to all rules, regulations and policies of the District, including those concerning confidentiality of student information.~~ No volunteer/chaperone shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/chaperone to fulfill his/her responsibilities. Volunteers/chaperones with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer/chaperone has questions about the confidentiality of student information, the volunteer should consult with the

Pol. 216

**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

building principal.

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

SC 1418  
Title 28 Sec. 23.44

Arrest Or Conviction Reporting Requirements

Volunteers/chaperones shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

23 Pa. C.S.A.  
Sec. 6344.3

The Superintendent or designee shall immediately require a volunteer/chaperone to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

23 Pa. C.S.A.  
Sec. 6344.3

Failure to accurately report such occurrences may subject the volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.

23 Pa. C.S.A.  
Sec. 6344.3

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in the proper reporting procedures in accordance with applicable law, Board policy, and administrative regulations.

23 Pa. C.S.A.  
Sec. 6311  
Pol. 806

~~SC 111~~  
~~23 Pa. CSA 6301 et~~  
~~seq.~~

~~5. 6. No person who has been convicted of any of the~~



**POLICY NO. 916  
VOLUNTEERS/CHAPERONES**

~~following offenses shall be permitted to provide volunteer service to the Keystone Oaks School District in any capacity which involves, or may reasonably be expected to involve, direct contact with children, regardless of the date of said conviction.~~

Title 22 Sec. 8.1 et seq.

~~a. An offense under one or more of the following provisions of the Pennsylvania Crimes Code:~~

- ~~(1) Chapter 25 (criminal homicide)~~
- ~~(2) Section 2701 (aggravated assault)~~
- ~~(3) Section 2709.1 (stalking)~~
- ~~(4) Section 2901 (kidnapping)~~
- ~~(5) Section 2902 (unlawful restraint)~~
- ~~(6) Section 2901 (child luring)~~
- ~~(7) Section 3121 (rape)~~
- ~~(8) Section 3122.1 (statutory sexual assault)~~
- ~~(9) Section 3123 (involuntary deviate sexual intercourse)~~
- ~~(10) Section 3124.1 (sexual assault)~~
- ~~(11) Section 3124.1 (institutional sexual assault)~~
- ~~(12) Section 3125 (aggravated indecent assault)~~
- ~~(13) Section 3126 (indecent assault)~~
- ~~(14) Section 3127 (indecent exposure)~~
- ~~(15) Section 3129 (sexual intercourse with animal)~~
- ~~(16) Section 4302 (incest)~~
- ~~(17) Section 4303 (concealing death of child)~~
- ~~(18) Section 4304 (endangering welfare of children)~~
- ~~(19) Section 4305 (dealing in infant children)~~
- ~~(20) A felony offense under section 5902(b) (prostitution and related offenses)~~
- ~~(21) Section 5903(c) or (d) (sexual materials and performances)~~
- ~~(22) Section 6301(a)(1) (corruption of minors)~~
- ~~(23) Section 6312 (sexual abuse of children)~~
- ~~(24) Section 6318 (unlawful contact with minor)~~
- ~~(25) Section 6319 (solicitation of minors to traffic drugs)~~
- ~~(26) Section 6320 (sexual exploitation of children)~~

~~b. Any felony under the Controlled Substance, Drug~~

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~~Device and Cosmetic Act.~~

- ~~c.—An out of state or federal offense similar in nature to those crimes set forth in paragraphs (A) or (B) above.~~
- ~~d.—An individual who has been convicted of a felony of the first, second or third degree, other than those enumerated in Section A, B or C above, may be approved as a volunteer/chaperone only when ten years have elapsed from the date of expiration of the sentence for the offense.~~
- ~~e.—An individual who has been convicted of a misdemeanor of the first degree may be approved as a volunteer/chaperone only when three years have elapsed from the date of expiration of the sentence for the offense.~~
- ~~f.—An individual who has been convicted more than once for an offense relating to driving under the influence of alcohol or controlled substance, and the offense is graded as a misdemeanor of the first degree, may be approved as a volunteer/chaperone only when three years have elapsed from the date of expiration of the sentence for the most recent offense.~~

~~7. No person who has been named as a perpetrator of a founded report of child abuse, as these terms are defined in applicable law and regulations, shall be permitted to provide volunteer service within the Keystone Oaks School District, regardless of the date of the determination.~~

Acknowledgement

Each volunteer/chaperone shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

**Section 4**

Delegation of Responsibility

The Board delegates to the Superintendent authority to implement the following regulations concerning the use and

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~~participation of volunteers/chaperones within the School District.~~

The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.

The Building Principals and Athletic Director are responsible for monitoring volunteer logs. -One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.

At the discretion of the Superintendent or designee, a volunteer's/chaperone's service may be discontinued at any time.

References:

School Code – 24 P.S. Sec. 510, 1418

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 216, 806, 907

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 850

Section OPERATIONS

Title EMPLOYMENT OF DISTRICT STAFF

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERCEDE POLICIES 303, 404, AND 504.</b></p> <p><b>Section 1</b>     <u><b>Purpose</b></u></p> <p>The Board places substantial responsibility for effective management and operation of the District and the quality of the educational program with its administrative, professional, and support employees.</p> <p>This policy shall not apply for the employment of the positions Superintendent/Assistant Superintendent, Substitutes, Summer School, and Student Teachers/Interns.</p> <p><b>Section 2</b>     <u><b>Authority</b></u></p> <p>The Board shall, by a majority vote of all members, approve the employment and establish the terms of employment for each administrative, professional and support employee employed by the District.</p> <p>All candidates for employment, recommended by the Superintendent, must be approved by the Board. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p>	<p>Pol. 301,405, 407, 505</p> <p>SC 406, 508, 1089, 1106, 1107, 1142-1152 Title 22 Sec. 4.4</p>
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<b>POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF</b>	
<p>Hiring will be in compliance with Board Policy 803, Nepotism.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p>	<p>Pol. 803</p>
<p>The District shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.</p> <p>Any employee’s misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p>	<p>SC 1204.1</p>
<p>The District shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.</p>	<p>SC 111.1</p>
<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for PA State Police Criminal History, PA Child Abuse History, Federal (FBI) Criminal History, and any other required clearances the District has evaluated the results of that screening processing.</p>	<p>SC 11123 Pa. C.S.A. Sec. 6344</p>
<p>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions shall subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p>	<p>SC 111, 111.1</p>

<b>POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF</b>		
<b>Section 3</b>	<p>A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel so they may apply for such positions.</p> <p>The Superintendent or designee shall apply necessary screening procedures to determine the candidate's ability to perform the job functions of the position for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>	<p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq.</p> <p>Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>
<b>Section 4</b>	<p>Each certificated employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p><b><u>Additional Employment Guidelines</u></b></p> <p><b><u>Title I Requirements</u></b></p> <p>All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required</p>	<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq.</p> <p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p> <p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>

**POLICY NO. 850  
EMPLOYMENT OF DISTRICT STAFF**

qualifications, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma.

Title 22 Sec. 403.2,  
403.5  
20 U.S.C. Sec.  
6319

Special Education Paraprofessionals

All instructional paraprofessionals hired by the District, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:

Title 22 Sec. 14.105  
Pol. 113

1. At least two (2) years of postsecondary study.
2. Associates or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.

Title 22 Sec. 14.105

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.

Title 22 Sec. 14.105

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

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Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.

Title 22 Sec. 14.105

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5

Educator Discipline Act – 24 P.S. Sec. 2070.2

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 113, 301, 405, 407, 505, 803